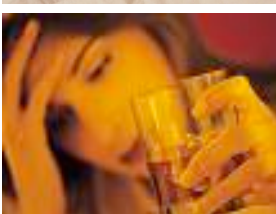




# Deer Oaks Sample Supervisor Training Seminars



- ⊙ Assessing Leadership Skills
- ⊙ Powerful Leadership Techniques
- ⊙ Creativity
- ⊙ Problem Solving
- ⊙ Meeting Functions
- ⊙ The Art of Listening
- ⊙ The Importance of Feedback
- ⊙ Screening Candidates for Jobs
- ⊙ Interviewing Skills
- ⊙ Job Offers
- ⊙ Project Planning
- ⊙ Time Management for Supervisors and Managers
- ⊙ Information Management
- ⊙ Setting Performance Goals
- ⊙ Documenting Performance
- ⊙ Cultivating Initiative
- ⊙ Building Enthusiasm
- ⊙ The Team Concept
- ⊙ Coaching Skills
- ⊙ Evaluating Team Performance
- ⊙ Common Disciplinary Problems and Solutions
- ⊙ Disciplinary Basics
- ⊙ How to Manage Problematic Employee Behaviors
- ⊙ Absenteeism and Turnover – How to Manage Employee Burnout
- ⊙ How to Recognize Depression
- ⊙ When to Make a Mandatory Referral
- ⊙ Signs and Symptoms that an Employee May Have a Drug or Alcohol Problem
- ⊙ Constructive Human Resources Policies to Support Positive Employee Morale
- ⊙ Helping Employees Achieve Healthy Lifestyle Behaviors at the Workplace
- ⊙ How to Increase Employee Productivity and Efficiency
- ⊙ How to Reduce Employee Conflict with Coworkers and/or Supervisors
- ⊙ How to Handle a Traumatic Event in the Workplace
- ⊙ Helping Employees Work Through Resistance to Change
- ⊙ Leadership Skills
- ⊙ The Historical, Legal, and Psychological Aspects of Drug Testing
- ⊙ Hiring the Best Workers
- ⊙ Planning Performance Appraisals
- ⊙ Motivation
- ⊙ Team Building
- ⊙ How to Recognize Anxiety
- ⊙ Assisting Employees with Tobacco Cessation
- ⊙ Effective Communication
- ⊙ Effective Leadership
- ⊙ Supervisory Referral to the EAP: How To's and Pitfalls
- ⊙ How to Run a Great Meeting
- ⊙ Motivating Employees
- ⊙ Handling Employee Personal Problems
- ⊙ Managing Office Stress
- ⊙ Employee Discipline: Bad guy vs. incompetent
- ⊙ Sexual Harassment: Is It or Isn't It?
- ⊙ We Need to Talk: Coaching Employees
- ⊙ Are You a Manager or a Leader?
- ⊙ Curbing Employee Absenteeism
- ⊙ Essential Skills of Leadership
- ⊙ Essential Skills of Communicating
- ⊙ Using Positive Discipline
- ⊙ Developing Performance Standards
- ⊙ Coaching Job Skills
- ⊙ Delegating Effectively
- ⊙ Dealing with Complaints
- ⊙ Dealing with Conflicts
- ⊙ Assigning Tasks Effectively
- ⊙ Preparing for Change
- ⊙ Improving Work Habits
- ⊙ Communicating With Your Manager
- ⊙ Management, Orientation, Reinforcement, and Support
- ⊙ Essentials of Organizational Psychology